

# Planning and Inspections Department

## CDM Manifest Procedure

**Overview:** There are two types of purchasers of the Manifests - Permitted Haulers and Self-Transporters. Below are the procedures to each type when a Manifest is being purchased.

### **Permitted Haulers**

- 1: Enter the hauler's permit (YEPH - Environmental / Permits / Hauler) in Accela.
- 2: Click on the ASI Tables menu.
- 3: Under the Table Subgroup drop down menu, select Sales Manifest.
- 4: Click on the Add button.
- 5: Enter the range of the Manifest form being purchased.
- 6: Click the Save button.
- 7: Click on the Fees menu.
- 8: Click on the Add button.
- 9: Under the CDM Fee (FCDM001), enter the amount of Manifests being purchased.
- 10: Click the Submit button.
- 11: Send customer to the Business Center for payment.
- 12: Upon payment, the customer will return to whoever was assisting them to show that person their receipt, at which point, the Manifests will be given to the customer.

### **Self-Transporters**

- 1: Enter the Construction or Demolition permit (YECD - Environmental / Permits / CDM) in Accela.
- 2: Click on the ASI Tables menu.
- 3: Under the Table Subgroup drop down menu, select Sales Manifest.
- 4: Click on the Add button.
- 5: Enter the number of the Manifest(s) being purchased.
- 6: Click the Save button.
- 7: Click on the Fees menu.
- 8: Click on the Add button.
- 9: Under the CDM Manifest Fee (FCDM001), enter the amount of Manifests being purchased.
- 10: Click on the Submit button.
- 11: Send customer to the Business Center for payment.
- 12: Upon payment, the customer will return to whoever was assisting them to show that person their receipt, at which point, the Manifest(s) will be given to the customer.